Principles of Management

BA333

Fall 2024

Instructor Information:

Name: Chad Williams
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Office hours: By Appointment

Course meeting days: Virtual
Course meeting time: MTWThFSaSu
Course meeting place: Erskine BrightSpace

Course Description: This course provides basic theory and application of the management principles: planning, organizing, controlling, and directing. Specifically, the course emphasizes business planning and organizational development to accomplish missions. Leadership styles and the measurement of objectives and corrective action planning are examined as key factors influencing success.

Prerequisites: *BA201*

Course Student Learning Goals: *Understand the Functions of Management:*

Describe and explain the primary functions of management: planning, organizing, leading, and controlling.
Analyze how these functions are interrelated and essential for effective management.
Develop Strategic Thinking and Planning Skills:

Assess the importance of strategic planning in achieving organizational goals.
Formulate and evaluate strategic plans using relevant tools and frameworks.
Enhance Leadership and Teamwork Abilities:

Identify various leadership styles and their impact on organizational culture and performance.
Develop skills to effectively lead and manage teams, including conflict resolution and motivation techniques.
Improve Decision-Making and Problem-Solving Skills:

Apply quantitative and qualitative methods to make informed management decisions.

Analyze and solve complex business problems using critical thinking and evidence-based approaches.
Understand Organizational Behavior and Structure:

Examine the impact of organizational structure and culture on employee behavior and performance.
Evaluate different organizational designs and their appropriateness for various business contexts.
Master Communication and Interpersonal Skills:

Develop effective communication skills, both verbal and written, for diverse business settings.
Enhance interpersonal skills to build and maintain professional relationships within and outside the organization.
Explore Human Resource Management Principles:

Understand the key functions of human resource management, including recruitment, selection, training, and performance appraisal.
Analyze the role of HR in supporting organizational strategy and fostering a positive work environment.
Evaluate Ethical and Social Responsibility in Management:

Discuss the importance of ethics and corporate social responsibility in management practices.
Analyze real-world cases to understand the ethical dilemmas and social responsibilities managers face.
Adapt to Globalization and Diversity in Management:

Understand the impact of globalization on management practices and strategies.
Develop cultural competency to manage a diverse workforce effectively.
Apply Management Theories to Real-World Situations:

Integrate management theories and concepts to analyze and solve real-world business scenarios.
Participate in case studies, simulations, and group projects to apply learned principles practically.

Texts and Resources: Management, 7th Edition provided in Brightspace

Course Schedule:

Week	Learning Target(s)	Assignments
0	*This is the week BEFORE classes start.*	*Familiarize yourself with course content*
1	Introduction	***Setup Your McGraw Hill Connect Platform*** Welcome Assignment Read Chapter 1
2	Management History	Discussion Board Read Chapter 2
3	**Levels of Management**	Read Chapter 3 Discussion Board
4	Essential Skills for Management	Read Chapter 4 Discussion Board **Test 1**
5	**Planning**	Read Chapter 5 Discussion Board
6	Organizational Structure	Read Chapter 6 Discussion Board
7	**Mid-Term**	**Mid-Term**
8	Leadership vs Management	Read Chapter 8 Discussion Board
9	Movitaiton	**Christian Leadership Paper**

		Read Chapter 9

10	**Teamwork**	Teamwork Assignment Read Chapter 10
11	**Communication**	Communication Assignment Read Chapter 11
12	Motivation	**Test 3** Read Chapter 12
13	Chapter 13	Read Chapter 14
14	Chapter 14	Review
15	**Final Exam**	**Final Exam**

Assignments and Activities: Instructions for all assignments are outlined in each assignment, whether in BrightSpace or Connect.

Late Work: The ability to turn in any assignment after the stated deadline, and the amount of credit for said assignment, if any, will be determined by me on a case-by-case basis. However, please be aware there is a firm '3 strikes' policy: if you need more than 3 exceptions within a given semester, without sufficient evidence of a monumental issue impeding your ability to complete assignments promptly during the semester, I will not provide any further exceptions.

Assessment and Grading:

Assignments 10%
Discussions 10%
Tests 25%
Midterm 20%
Paper 10%
Final 25%

Grading Scale:			
A	**90-100%**	**D**	**60-69%**
B	**80-89%**	**F**	**0-59%**
C	**70-79%**		

Expectations of Students

1. **Conduct:** At Erskine College, your conduct is not merely a set of rules but a reflection of your character and respect for God, professors, and fellow students. Upholding these values is crucial to maintaining the integrity of our community. Any form of dishonesty, such as cheating, fabricating, or plagiarizing, not only dishonors you and your classmates but also undermines the principles of this institution. The consequences of such actions are clearly outlined in the Student Handbook.

2. **Behavior:** At Erskine College, we value respectful behavior in the classroom. We believe each student's engagement and attentiveness contribute significantly to the learning environment. Your respectful behavior is not only expected but also appreciated, as it reflects your active participation in the class.

3. **Attendance:** Your presence in class is not just a formality but a critical factor in your academic success. The Erskine College faculty and staff are deeply committed to your progress as a student. We expect you to attend all lectures, exams, and laboratories and to be punctual. We understand that unforeseen circumstances may arise, and in such cases, absences may be excused for college-sanctioned events and/or family emergencies. However, to ensure the excused absence, please provide approved documentation.

    A. **Allowed Absences**: You are permitted up to 5 absences without any penalty.
    B. **Penalty for Excessive Absences**: Starting with the 6th absence, there will be a 5% reduction in your final grade for each additional absence.
    C. **Excused Absences**: The only excused absences are for college-sanctioned events and family emergencies. Proper documentation must be provided to qualify for an excused absence.

4. **Cell Phones and Electronic Devices:** Erskine College instructors may ask you to use personal devices for classroom purposes. However, cell phones and other electronic devices should ONLY be used when approved by the instructor and ONLY for classroom purposes. The practical consequences of not abiding by the Erskine College policy are outlined in the Student Handbook.

5. **Study Time:** Most college courses require that students spend a significant amount of time outside of class in individual study time. A guideline is to spend 2 – 3 hours weekly for every credit hour. This means that in a 3-credit course, at least 6 – 9 hours of outside study per week would be expected. The actual in-class meeting time is short in college courses because students are expected to work independently outside of class to meet the course requirements.

6. **Accommodation and Special Needs:** Your instructor is committed to providing reasonable accommodation for disabilities, including learning disabilities, in accordance with Erskine College policies. Students with documented special needs should contact

the office of the Dean of the College to request accommodation. You must disclose your disability information promptly and discuss your accommodation needs. Requests must be made in writing using the Accommodation Request and Documentation Form, accompanied by current documentation provided by a qualified healthcare professional. Accommodations are determined based on the provided documentation and Erskine College policies, with verification of professional documentation by the college. Please refer to the Student Handbook for detailed accommodation and special needs information.

7. **Retention of Examinations and Assignments:** Instructors will retain copies of student examinations and assignments not returned to students for one semester in case of a dispute between a faculty member and a student in assigning or recording a grade. After that time, instructors may discard course materials in a manner that preserves student confidentiality.

8. **E-mail Policy:** Students are issued an official Erskine College student email address when they are admitted to the College. This is the only electronic mailing address recognized by the College. Students are responsible for all official College communications, including attachments transmitted to their Erskine College email address. Erskine College faculty and staff are not responsible for forwarding emails to personal email accounts that are not assigned by the College. Students are required to check their Erskine College email daily.

Disclaimer note: This syllabus is subject to modification. The instructor will communicate with students about any changes

Semester Dates

Please review the following important dates, including the following:

1. **Classes begin August 26th**
2. **Drop/Add Day August 27th**
3. **Labor Day September 2nd – College Closed**
4. **Fall Break October 11th through October 15th – College Closed**
5. **Courses dropped after this date automatically record as WF: Friday, October 25 Withdrawal deadline**
6. **Thanksgiving Break November 26th through December 1st – College Closed**
7. **Classes end December 4th**
8. **Final Exam Due December 6th**
9. **Final Grades Due December 13th**
10. **Tuition Refund Policies**

STUDENT POLICY ACKNOWLEDGEMENT

I acknowledge that I have read and agree to abide by the terms and conditions of this syllabus. If I have questions or concerns about this, I will reach out to my instructor before the assignment deadlines.

Student Name	Course
Student Signature	Date

Please return this form to your course instructor for EACH course for which you are registered.